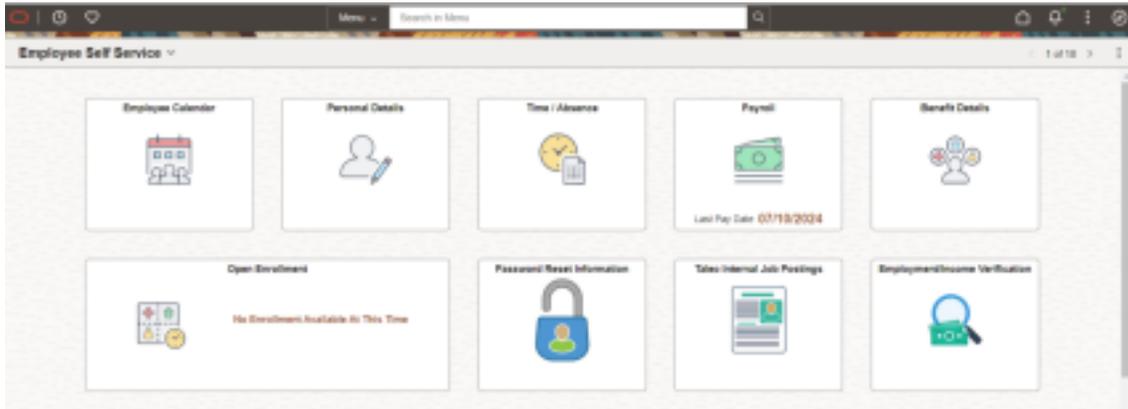


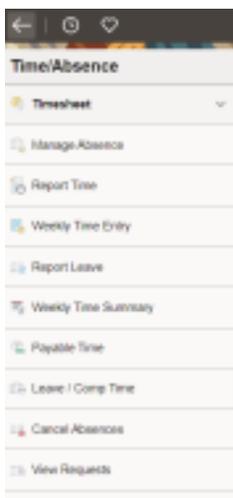
UPDATED Canceling and Re-submitting an Absence in ESS

CANCELING AN ABSENCE REQUEST

1. After logging into HCM PeopleSoft using your Active Directory (AD) credentials, select the **Time/Absence** tile from your **Employee Self Service** dashboard.



2. Select **Cancel Absences** from the menu on the left.



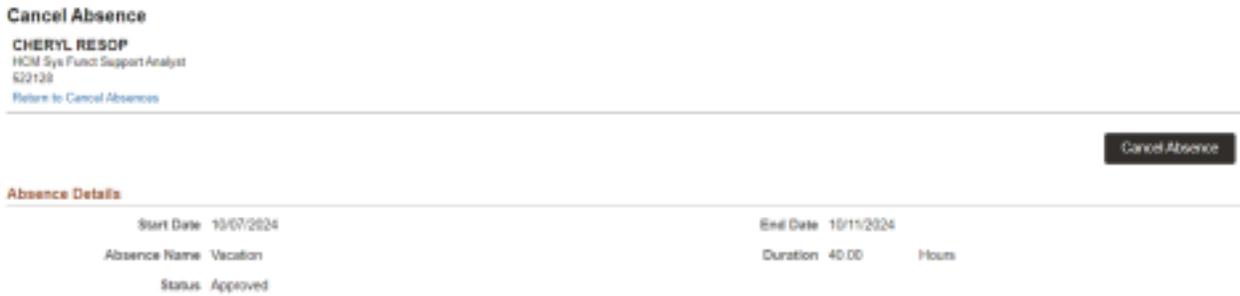
3. You will be shown a list of all **Absence Requests** that are eligible for cancelation (i.e., those with statuses of Submitted or Approved). Locate and select the desired Absence Request by clicking on the **arrow button** on the Request.

Cancel Absences

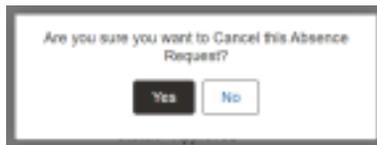
CHERYL REISOP
HCM Sys Fund Support Analyst
62129

View Requests		4 rows
Vacation	Approved	03/19/2024 - 03/19/2024 48 hours >
Sick - Personal illness	Approved	03/19/2024 8 hours >
Vacation	Approved	07/16/2024 8 hours >
Vacation	Approved	07/12/2024 8 hours >

4. Once the details of the Absence Request appear, click **Cancel Absence** in the top right corner.



5. In the window that follows, confirm that you wish to cancel the Request. A message will appear to notify you that the Request was successfully canceled.



RE-SUBMITTING A CANCELED ABSENCE REQUEST

NOTE: You will only be able to complete the following re-submittal process if:

A) You initiated the Absence Request via ESS.

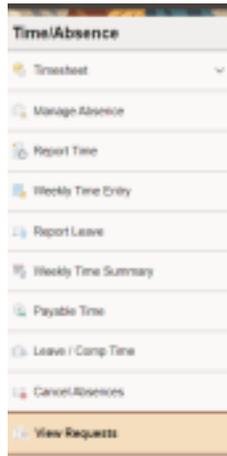
(If you canceled an Absence Request that was submitted on your behalf by a Timekeeper, your Level 1 Reviewer, or your Level 2 Approver {which will show **Manager Absence Request** when viewed}, then the Request will need to be re-submitted by your Level 1 Reviewer or Level 2 Approver).

B) Your cancellation has been approved. If you have canceled an Absence Request that was already approved by the Level 1 Reviewer and Level 2 Approver, then the Level 1 Reviewer and Level 2 Approver will need to approve the cancellation before you have the ability to re-submit.

UPDATE: *If you need to resubmit the canceled absence with a **new Absence Name** you will go to **Manage Absence** and submit a new absence for that day. You will not change the original canceled absence as instructed below.*

To update a canceled absence that you are **NOT changing the Absence Name**, continue to use the following instructions:

1. Go to the **Time/Absence Tile** from your ESS dashboard.
2. Select **View Requests** from the menu on the left.



3. You will be shown a list of all Absence Requests and their statuses (Approved, Canceled, Approval in Process, etc.). Locate and select the desired canceled Absence Request by clicking on the **arrow button** on the Request.



TIP: You can narrow down or expand your list of results by clicking the **Filter button** on View Requests ( funnel icon) at the top of page. You can also filter by **Status** (i.e. canceled).



4. Once the desired Request has been selected, the Absence form will become **modifiable**, as long as:

- A:** You are the one who initiated the Absence Request through ESS.
- B:** The cancelation was approved by your Level 1 Reviewer and Level 2 approver (if it had already been approved before you canceled it).

Make your desired changes to the Request (i.e. Start/End Date or Duration).

Do not click APPLY ABSENCE when making a change in Start/End Date or Duration.

Request Details
 CHERYL RESOP
 HCM Sys Fund Support Analyst
 52129
[Return to View Requests](#) [View all requests](#)

Vacation 10/01/2024 48:00 Hours ⊖ Canceled	Sick -Personal Illness 09/23/2024 8:00 Hours ⊕ Approved	Vacation 07/15/2024 8:00 Hours ⊕ Approved
--	---	---

Create a new Request

*Start Date: 10/01/2024 End Date: 10/11/2024 +1 Day

*Absence Name: Vacation
 Balance: 483.84 Hours**

Partial Days: End Day Only

Duration: 36.00 Hours Status: Canceled

Comments: Last day 10/11 1/2 in the AM

In this example the employee used **Partial Days** to modify the **Duration** of the absence. Half day on the last day, also added notes in the comment area.

When making a change to or from partial days you must click on **Partial Days** to make the changes.

NOTE: You must make at least one change to the existing Absence Request in order to re-submit it for approval. If no changes are made, the system will not allow you to re-submit.

What if you have an absence that needs to be re-submitted but no changes are required. Go into the absence, change the date, check eligibility (do not submit) go back to the date and change it back to the correct date, check eligibility again then submit.

5. Because you have made changes to the existing Absence Request, you must use **Check Eligibility** to forecast this new absence.

Request Details
 CHERYL RESOP
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 52129
[Return to View Requests](#) [View all requests](#)

Vacation 10/01/2024 48:00 Hours ⊖ Canceled	Sick -Personal Illness 09/23/2024 8:00 Hours ⊕ Approved	Vacation 07/15/2024 8:00 Hours ⊕ Approved
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Create a new Request

*Start Date: 10/01/2024 End Date: 10/11/2024 +1 Day

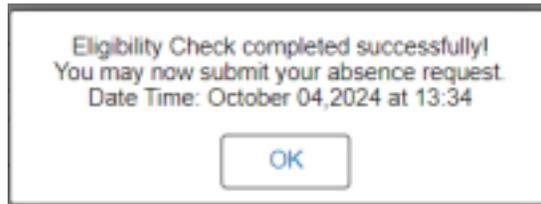
*Absence Name: Vacation
 Balance: 483.84 Hours**

Partial Days: End Day Only

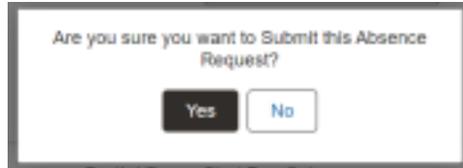
Duration: 36.00 Hours Status: Canceled

Comments: Last day 10/11 1/2 in the AM

Once eligibility is checked, click ok.



6. Click **Submit**. In the confirmation window that appears, click **Yes**.



After confirming the submission, a message will appear to inform you that the submission was successful. The absence Request will now be routed through the standard approval process (Level 1 Reviewer and Level 2 Approver).



Revised 6/13/2025